

# **SAMPLE STUDENT RESUME**

**Lisa M. Jones**  
2831 Smith Drive  
Wahoo, NE 68066  
(402) 443-0000  
lisajones@hotmail.com

## **EDUCATION**

Bishop Neumann High School; Wahoo, Nebraska  
GPA: 3.47/4.00  
Graduation Date: May 2009

## **SKILLS**

IBM Computer skills, WordPerfect 6.0 for Windows, Microsoft Word 6.0 for Windows, Lotus 1-2-3, Excel, dBase IV, PageMaker V, COBOL, FORTRAN, AutoCAD, spoken and written Spanish, Keyboarding (54 wpm), 10-key, data entry

## **COURSE WORK**

Calculus  
Computer Applications (DOS)  
Keyboarding  
Business Math  
Spanish (3 years)

## **SCHOOL ACTIVITIES**

Student Council; Class President (2007-2009)  
St. Elizabeth Ann Seton; Treasurer (2008-2009)  
Cheerleader (2006-2009)  
Volleyball (2006-2009)

## **COMMUNITY ACTIVITIES**

Red Cross Volunteer (2008-2009)  
VFW Christmas Drive Volunteer (2007-2009)  
Library Volunteer (2005-2009)

## **HONORS & AWARDS**

Honor Roll, Fall Semester, 2006, 2007, 2008  
Honor Roll, Spring Semester, 2006, 2007, 2008  
National Honor Society

## **REFERENCES**

Available upon request